

**BRANDON & AREA PLANNING DISTRICT
BOARD MEETING**

1:30 P.M. Thursday October 5, 2017
Kavanagh Room – A.R. McDiarmid Civic Complex

Present: Heather Dalglish
Emil Egert
Jeff Fawcett
Ross Farley
Barry Cullen
Marlene Biles – Executive Director – BAPD

Absent: Bob Brown
Donna Mitchell
Harvey Paterson
Rick Chrest

Also Present: Bob Wallis – Rural Development Planning Manager – BAPD
Ryan Nickel – Chief Planner – City of Brandon

Adoption of the Agenda

Resolution **Moved/Emil Egert**
No. 083/2017 **Seconded/Ross Farley**

BE IT RESOLVED that the agenda be adopted as circulated.

Carried **5/0**

Minutes of August 3, 2017

Resolution **Moved/Heather Dalglish**
No. 084/2017 **Seconded/Barry Cullen**

BE IT RESOLVED that the minutes of the August 3, 2017 Board Meeting be adopted as presented.

Carried **5/0**

Correspondence

Resolution **Moved/Emil Egert**
No. 085/2017 **Seconded/Heather Dalglish**

BE IT RESOLVED that the Board of Brandon & Area Planning District receive the correspondence as presented.

- City of Brandon – Industrial Development Strategy Workshop Information

Carried **5/0**

Proposal to Subdivide **4500-17-654**
City of Brandon **1305 Richmond Avenue East**

Resolution **Moved/Barry Cullen**
No. 086/2017 **Seconded/Ross Farley**

BE IT RESOLVED that application 4500-17-654 to subdivide 1305 Richmond Avenue East (Lot 2, Plan 1912 BLTO) be approved subject to the owner or successor:

1. Providing Statuses of Title to the City of Brandon Planning, Property & Buildings Department confirming that the subject site has been consolidated with 1303 Richmond Avenue East (Lot 1, Plan 1912 BLTO) and 1309 Richmond Avenue East (Lot 3, Plan 1912 BLTO);
2. Submitting written confirmation to the City of Brandon Planning, Property & Buildings Department that arrangements have been made, to the satisfaction of the City of Brandon Engineering & Water Resources Department, for an easement agreement for wastewater connection purposes extending from 1309 Richmond Avenue East (Lot 3, Plan 1912 BLTO) to include the portion of the subject site to be consolidated with 1309 Richmond Avenue East, and registering the easement agreement in series with the plan of subdivision; and

- Submitting written confirmation to the City of Brandon Planning, Property & Buildings Department that arrangements have been made for an easement agreement for drainage purposes to the satisfaction of the City of Brandon Engineering & Water Resources Department, and registering the easement agreement in series with the plan of subdivision;

And further, that subject to meeting all other necessary conditions and requirements of subdivision, that the designated signing officers are hereby authorized to **sign and seal the Final Certificate of Approval**.

Carried 5/0

Proposal to Subdivide 4500-17-652
City of Brandon East of 18th Street North and South of the Assiniboine River

Resolution Moved/Barry Cullen
No. 087/2017 Seconded/Ross Farley

BE IT RESOLVED that subdivision application 4500-17-652 to subdivide a property bound by 14th Street North, McGregor Avenue, 18th Street North and the Assiniboine River (Blocks 2/4 & 6/7, Plan 325 BLTO and lane Plan 246 BLTO) in the City of Brandon be granted **Conditional Approval** subject to the conditions contained in the City of Brandon resolution dated August 15, 2017;

And further, that subject to meeting all other necessary conditions and requirements of subdivision, that the designated signing officers are hereby authorized to **sign and seal the Final Certificate of Approval**.

Carried 5/0

Proposal to Subdivide 4116-16-645
RM of Cornwallis NE ¼ 31-10-19WPM

Resolution Moved/Heather Dalglish
No. 088/2017 Seconded/Emil Egert

BE IT RESOLVED that the Board of the Brandon and Area Planning District provides **Conditional Approval** to subdivision application FILE NO. 4116-16-645 to subdivide Pt. NE ¼ 31-10-19 WPM in the RM of Cornwallis subject to the conditions contained in the Rural Municipality of Cornwallis resolution dated September 20th, 2017; and

Further, that subject to meeting all necessary conditions and requirements of subdivision, that the designated signing officers are hereby authorized to **sign and seal the Final Certificate of Approval**.

Carried 5/0

Subdivision – Request to Extend Conditional Approval 4116-16-607
RM of Cornwallis PT. NE ¼ 15-10-17WPM

Resolution Moved/Heather Dalglish
No. 089/2017 Seconded/Emil Egert

BE IT RESOLVED that the conditional approval deadline with respect to subdivision application 4116-15-607 to subdivide Pt. NE ¼ 15-10-17 WPM in the RM of Cornwallis be extended to July 3rd, 2018.

Carried 5/0

Unfinished Business

Request for Proposals – Accounting-Bookkeeping Services

Resolution Moved/Heather Dalglish
No. 090/2017 Seconded/Barry Cullen

BE IT RESOLVED that administration is hereby authorized to prepare a Request for Proposals for Accounting-Bookkeeping Services for the Brandon & Area Planning District as soon as possible and circulate to the Personnel Committee for review.

Carried 5/0

General Business

Minister of Municipal Government - Delegation for Subdivision Approving Authority

**Resolution
No. 091/2017**

**Moved/Barry Cullen
Seconded/Heather Dalgleish**

BE IT RESOLVED that correspondence received from the Minister of Municipal Government regarding the delegation for subdivision approving authority be received as correspondence.

Carried

5/0

Committee Reports

FCM Proposal Committee

**Resolution
No. 092/2017**

**Moved/Heather Dalgleish
Seconded/Barry Cullen**

BE IT RESOLVED that the Board of Brandon & Area Planning District receive the FCM Drainage Proposal Committee written reports dated August 15 and September 20, 2017.

Carried

5/0

Application to FCM Green Fund

**Resolution
No. 093/2017**

**Moved/Barry Cullen
Seconded/Heather Dalgleish**

BE IT RESOLVED that Brandon and Area Planning District make application to the FCM Green Fund for financial support to carry out the surface water modelling study as presented in the proposal document and attached identified areas map.

Carried

5/0

Reports from Administration

Marlene Biles, Executive Director for the Brandon & Area Planning District presented a verbal report.

**Resolution
No. 094/2017**

**Moved/Heather Dalgleish
Seconded/Emil Egert**

BE IT RESOLVED that the report from administration be accepted as presented.

Carried

5/0

Finance and Accounts

Signing Authority

**Resolution
No. 095/2017**

**Moved/Ross Farley
Seconded/Barry Cullen**

BE IT RESOLVED that the Board of Brandon & Area Planning District request that Erin Meagher be removed as signing authority for the BAPD accounts at Toronto Dominion Bank.
AND THAT the registered signing authorities be confirmed as:

Jeff Fawcett - Chairperson
Heather Dalgleish – Vice Chairperson
Marlene Biles – Executive Director

Carried

5/0

Reimbursement of Expenses

**Resolution
No. 096/2017**

**Moved/Emil Egert
Seconded/Ross Farley**

BE IT RESOLVED that the RM of Elton be reimbursed for expenses paid on behalf of Director D. Mitchell for attendance at the Manitoba Planning Convention in Winnipeg May 11, 2017 in the amount of \$379.75.

Carried

5/0

Disbursements

**Resolution
No. 097/2017**

**Moved/Emil Egert
Seconded/Ross Farley**

BE IT RESOLVED that the Board of Brandon & Area Planning District approve disbursements for payment of cheques nos. 16661 to 16686 inclusive, in the amount of \$27,892.64.

Carried

5/0

July 2017 Financial Statements

**Resolution
No. 098/2017**

**Moved/Emil Egert
Seconded/Ross Farley**

BE IT RESOLVED that the Board of Brandon & Area Planning District approve the Balance Sheet and the Profit & Loss statements for July 2017 and August 2017, as presented.

Carried

5/0

Consolidated Profit and Loss Statement to June 30, 2017

**Resolution
No. 099/2017**

**Moved/Barry Cullen
Seconded/Ross Farley**

BE IT RESOLVED that the Board of Brandon & Area Planning District approve the Consolidated Profit and Loss Statement to June 30, 2017, as presented.

Carried

5/0

Adjournment

**Resolution
No. 100/2017**

Moved/Barry Cullen

That the meeting is adjourned at 2:24 p.m.

Carried

5/0

ORIGINAL SIGNED BY JEFF FAWCETT

CHAIR

ORIGINAL SIGNED BY MARLENE BILES

Executive Director

Next meeting: November 2, 2017 at 1:30 pm

Location: A.R. McDiarmid Civic Complex – T.E. Snure Room